

**ORDER**

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

3450.33

8/23/89

**SUBJ: NATIONAL AIRPORTS DIVISION ANNUAL AWARDS PROGRAM**

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1. **PURPOSE.** This Order establishes a national award program to recognize a Regional Airports Division for outstanding achievement in the conduct and execution of its assigned responsibilities.

2. **DISTRIBUTION.** This Order is distributed to the Office of the Associate Administrator for Airports, and to the division level within the Offices of Airport Safety and Standards, Office of Airport Planning and Program, Airport Capacity Program office, to the branch level of the Regional Airports Divisions, and to Airports District Offices.

3. **BACKGROUND.** Since the mid-1970's, Regional Airports Division staffing has been reduced by approximately 30 percent, while at the same time regions have assumed responsibility for significantly larger and more complex activities in the grant program; airport safety programs; environmental/Part 150 issues; capacity issues; and other statutory requirements. In spite of these difficulties, regions have consistently accomplished their missions through demonstrated professionalism, dedication and innovation. Therefore, this national award program is established to provide meaningful national recognition of outstanding accomplishments.

4. **SCOPE.** This award program provides for a national competition leading to the selection of a Regional Airports Division for national recognition. Regional Division Managers are encouraged to establish an internal award program, if deemed appropriate, to recognize the accomplishments of the Airport District Offices within their region.

5. **SCHEDULE AND RESPONSIBILITIES.**

a. **Regions.** Submit a summary package in accordance with items outlined in Appendix 1, fully describing its accomplishments, to the Associate Administrator for Airports, ARP-1, by December 1 of each year. Accomplishments shall cover the full preceding fiscal year.

b. **Washington Headquarters.**

(1) Establish a selection committee to evaluate the regional submissions and make recommendations to ARP-1 for final selection. Committee membership shall be as follows:

**Chairperson** - Deputy Associate Administrator for Airports, ARP-2

**Members**

Director, Office of Airport Safety and Standards, AAS-1

Director, Office of Airport Planning and Programming, APP-1

Director, Airport Capacity Program Office, ACP-1

A representative from the Office of the Associate Administrator for Human Resource Management, AHR, and the Office of Civil Rights, ACR, shall be asked to participate in the selection committee deliberations on an advisory basis for items IV and V of Appendix 1.

(2) Announce selected Airports Division by January 15 of each year and arrange for preparation of appropriate plaque for the selected Division and "mini-plaques" for the Division's field offices; national publicity in the Intercom, FAA World, and other publicity as deemed appropriate.

(3) As soon as possible after January 15, the Associate Administrator for Airports shall make a presentation at the regional office of the winning Airports Division.



Robert L. Donahue  
Associate Administrator for Airports

## NATIONAL AIRPORTS DIVISION ANNUAL AWARDS PROGRAM

The maximum point score to be assigned to each item is 20 points and shall be assigned by consensus of the Selection Committee. Divisions shall provide narratives of accomplishments in each category with specific examples. Subject matter for each category should NOT be limited to the examples stated. Examples listed below are briefly stated for simplicity. Actual regional submission should contain complete and detailed explanation of accomplishments.

### I. ACTIONS OR SERVICES THAT SIGNIFICANTLY CONTRIBUTE TO THE SUCCESSFUL ACCOMPLISHMENT OF THE AIRPORTS MISSION.

#### EXAMPLES:

##### a. Capacity Initiatives.

- (1) Established a working group with state, county, local officials to explore sponsorship of XYZ airport, a private airport scheduled for sale.
- (2) Places "x" percent of our Airport Improvement Program (AIP) under grant for capacity projects at XYZ airports.
- (3) Negotiated Letter of Intent (LOI) at XYZ airport for major capacity enhancement.
- (4) In conjunction with Downstate Planning Authority, completed system-wide study of heliport needs for the area.

##### b. Safety Initiatives.

- (1) As result of FAR Part 139 program inspections, developed high priority AIP projects to address issues at "x" number of airports, etc.
- (2) As result of numerous runway incursions at XYZ airport, performed special evaluation and developed update signage and marking program.

c. Noise Reduction/Environmental Issues. After 2-year effort, completed Environmental Impact Statement (EIS) for XYZ airport new transport runway with sufficient mitigation to overcome original local opposition.

### II. SIGNIFICANT ACCOMPLISHMENTS IN IMPROVING SERVICE/COMMUNICATIONS WITH THE PUBLIC, OTHER GOVERNMENT AGENCIES, WASHINGTON HEADQUARTERS AIRPORTS OFFICES AND OTHER REGIONAL ELEMENTS.

##### a. Regional conferences/workshops for aviation community.

- (1) Held three meetings in the region with airport managers (200 in attendance) to discuss the AIP process, etc.
- (2) External newsletters.
- (3) Participation in public forums.
- (4) Significant activity reports.

### III. INCREASE IN EFFICIENCY, PRODUCTIVITY AND/OR ECONOMY OF OPERATIONS.

- a. Designed program on personal computer (PC) to evaluate FAR Part 77 penetrations for Obstruction/Evaluation (O/E) cases.
- b. Contracting out - obtained contract support to complete large backlog of project closeouts.

**IV. POSITIVE EFFORTS TO SUPPORT EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM**

- a. **Upward Mobility Program.** Used existing vacancy to establish upward mobility program for O/E case evaluations. Selected minority female at GS-5 entry level, etc.
- b. Used existing vacancy to establish Co-Op program. Selected two minority engineering students from local college for program.
- c. **Hiring, Promoting Minorities, Females, Handicapped.** Filled six vacancies within year at GS-12 and GS-13 level. One selectee was handicapped and one selectee was female.

**V. INITIATIVES IN SUPPORT OF AGENCY HUMAN RELATIONS PROGRAM.**

- a. Responsiveness to employee surveys.
- b. Recognition and awards program.
- c. Employee participation groups.
- d. Supervisory accountability for human resource responsiveness.